

# **LAKE COUNTY DIVISION OF TRANSPORTATION CONSULTANT SELECTION PROCESS**

Adopted: 08/30/11

Revised: 7/18/16

## **Purpose**

The Lake County Division of Transportation (LCDOT) utilizes consultant engineering services in addition to in-house design services to accomplish the Preservation, Modernization, and Expansion projects in the 5 Year Program.

Typical consultant services include:

1. Phase I Preliminary Engineering
2. Phase II Design Engineering
3. Phase III Construction Inspection
4. Surveying
5. Feasibility Studies
6. Project Scope Development
7. Program Management
8. Miscellaneous Engineering

To effectively deliver these services, it is critical to select consultant engineering firms that have the necessary qualifications and are able to provide the specified work at a fair and reasonable cost.

## **Authority**

The Lake County Division of Transportation must procure architectural, engineering, and land surveying services according to the requirements in:

1. (50 ILCS 510/) Local Government Professional Services Selection Act  
(see Attachment A)
2. IDOT Bureau of Local Roads and Streets Local Agency  
Procurement Procedures for Consultant Engineering Services  
(see Attachment B)
3. Lake County Purchasing Ordinance  
Article 5 -101(3) – Professional Services and Competitive Sealed Proposals  
(A copy of the ordinance is available on the Purchasing page of the Lake  
County web site [www.lakecountylil.gov](http://www.lakecountylil.gov))

## Selection Process

1. The first step in the process is the development of a detailed project scoping report. This report is typically developed in-house, and is a comprehensive document that identifies the need of the project, the proposed improvement, estimated costs, required permits, estimated right-of-way needs, municipal and public coordination needs, required inter-governmental agreements, potential utility relocations and involvement, and other items. The scoping report document is the result of review and input from all departments at LCDOT, and an internal scoping meeting. This document serves to define the scope of services to be provided by the consultant engineering firms. Portions of the scoping process can be omitted if a Phase I preliminary engineering study will be undertaken for the project.
2. LCDOT maintains a file of consultants that wish to be considered for work. This file contains detailed information on each firm. Periodic inquiries are made to see if firms wish to remain on the list, and to update contact information.

LCDOT either advertises in a local newspaper (the Lake County News- Sun) or sends out notices to all consultants on file for Statements of Interest / Statements of Qualifications (SOI/SOQ) from interested consulting firms. The SOI/SOQ consists of:

- A cover letter identifying which project or projects that the firm is interested in providing services for
- The applicable IDOT prequalifications held by the firm
- Summary of key personnel proposed for work on the projects
- Brief description of similar projects completed

The SOI/SOQ is not intended to be a comprehensive submission on the proposed project or the firm, but rather a concise summary of interest and qualifications for use in developing a short-list of interview candidates.

In accordance with the Local Government Professional Services Selection Act, the SOI/SOQ shall not include any information regarding compensation for services.

3. The LCDOT County Engineer appoints a Consultant Selection Committee. The Committee typically consists of the County Engineer (manager), the Assistant County Engineer, the Director of Planning and Programming (phase I project manager), the Engineer of Design (phase II project manager), the phase I project engineer, and the phase II project engineer. Additional members may be included on the Selection Committee as applicable. A sample Consultant Selection Committee establishment memo is included as Attachment C.

4. The Consultant Selection Committee reviews the SOI/SOQ submissions and develops a short-list of consultant candidates to be interviewed based on evaluation criteria described in 50 ILCS 510/5 (Attachment A). A minimum of three interview candidates are selected for each project. The results of this short-list process are documented in a memo (Attachment D).
5. The Consultant Selection Committee interviews consultant candidates and develops a 1st, 2nd, and 3rd ranking based on qualifications regarding the specific project as described in 50 ILCS 510/6 (Attachment A). The project specific ranking criteria are developed by the LCDOT project manager and approved by the County Engineer before the interview process. The results of this interview-based selection process are documented in a memo (Attachment E). The County Engineer, as manager of the selection process, has veto power on the final selection.
6. LCDOT and the top-ranked consultant meet and discuss the project scope to ensure a common understanding of the proposed work.
7. Consultant provides a draft contract proposal to LCDOT, and negotiations commence.
8. If agreement is reached on the scope of services, fee, and schedule, the County Engineer shall present a recommendation to the County Board for consideration and approval. After County Board approval, the consultant will receive a notice to proceed.
9. If agreement cannot be reached on the scope of services and fee with the top ranked firm, negotiations shall be terminated, and the next ranked firm shall be considered for the contract. If an agreement cannot be reached with the 3rd ranked firm, LCDOT will reevaluate the scope of services, and then compile a second list of three firms and proceed with the negotiation process.
10. As per 50 ILCS 510/6 (Attachment A), the LCDOT may elect to select consultant engineering services on the basis of having a satisfactory relationship for services in lieu of the above described selection process. The approval of the County Engineer is required to use this method of selection.
11. Per 50 ILCS 510/8 (Attachment A), the LCDOT may pass a resolution proclaiming an emergency situation and waive the above described selection process. Additionally, contracts not exceeding \$25,000 may be procured without using the above selection process.

**LOCAL GOVERNMENT****(50 ILCS 510/) Local Government Professional Services Selection Act.**

(50 ILCS 510/0.01) (from Ch. 85, par. 6400)

Sec. 0.01. Short title. This Act may be cited as the Local Government Professional Services Selection Act.

(Source: P.A. 86-1324.)

(50 ILCS 510/1) (from Ch. 85, par. 6401)

Sec. 1. Policy. It shall be the policy of the political subdivisions of the State of Illinois to negotiate and enter into contracts for architectural, engineering and land surveying services on the basis of demonstrated competence and qualifications for the type of services required and at fair and reasonable compensation.

(Source: P.A. 85-854.)

(50 ILCS 510/2) (from Ch. 85, par. 6402)

Sec. 2. Federal Requirements. In the procurement of architectural, engineering and land surveying services and in the awarding of contracts, a political subdivision of the State of Illinois may comply with federal law and regulations and take all necessary steps to adapt its rules, specifications, policies and procedures accordingly to remain eligible for federal aid.

(Source: P.A. 85-854.)

(50 ILCS 510/3) (from Ch. 85, par. 6403)

Sec. 3. Definitions. As used in this Act unless the context specifically requires otherwise:

(1) "Firm" means any individual, firm, partnership, corporation, association or other legal entity permitted by law to practice the profession of architecture, engineering or land surveying and provide architectural, engineering or land surveying services.

(2) "Architectural services" means any professional service as defined in Section 5 of the Illinois Architecture Practice Act of 1989.

(3) "Engineering services" means any professional service as defined in Section 4 of the Professional Engineering Practice Act of 1989 or Section 5 of the Structural Engineering Practice Act of 1989.

(4) "Land surveying services" means any professional service as defined in Section 5 of the Illinois Professional Land Surveyor Act of 1989.

(5) "Political subdivision" means any school district and any unit of local government of fewer than 3,000,000 inhabitants, except home rule units.

(6) "Project" means any capital improvement project or any study, plan, survey or new or existing program activity of a political subdivision, including development of new or existing programs which require architectural, engineering or land surveying services.

(Source: P.A. 91-91, eff. 1-1-00.)

(50 ILCS 510/4) (from Ch. 85, par. 6404)

Sec. 4. Public notice. Present provisions of law notwithstanding, in the procurement of architectural, engineering or land surveying services, each political subdivision which utilizes architectural, engineering or land surveying services shall permit firms engaged in the lawful practice of their professions to annually file a statement of qualifications and performance data with the political subdivision. Whenever a project requiring architectural, engineering or land surveying services is proposed for a

political subdivision, the political subdivision shall, unless it has a satisfactory relationship for services with one or more firms:

(1) mail or e-mail a notice requesting a statement of interest in the specific project to all firms who have a current statement of qualifications and performance data on file with the political subdivision;

(2) place an advertisement in a secular English language daily newspaper of general circulation throughout such political subdivision, requesting a statement of interest in the specific project and further requesting statements of qualifications and performance data from those firms which do not have such a statement on file with the political subdivision. Such advertisement shall state the day, hour and place the statement of interest and the statements of qualifications and performance data shall be due; or

(3) place an advertisement for professional services on the political subdivision's website requesting a statement of interest in the specific project. The professional services advertisement shall include a description of each project and state the time and place for interested firms to submit its letter of interest, statement of qualifications, and performance data, as required.

(Source: P.A. 98-420, eff. 8-16-13.)

(50 ILCS 510/5) (from Ch. 85, par. 6405)

Sec. 5. Evaluation Procedure. A political subdivision shall, unless it has a satisfactory relationship for services with one or more firms, evaluate the firms submitting letters of interest, taking into account qualifications, ability of professional personnel, past record and experience, performance data on file, willingness to meet time requirements, location, workload of the firm, and such other qualifications-based factors as the political subdivision may determine in writing are applicable. The political subdivision may conduct discussions with and require public presentations by firms deemed to be the most qualified regarding their qualifications, approach to the project, and ability to furnish the required services. In no case shall a political subdivision, prior to selecting a firm for negotiation under Section 7, seek formal or informal submission of verbal or written estimates of costs or proposals in terms of dollars, hours required, percentage of construction cost, or any other measure of compensation.

(Source: P.A. 94-1097, eff. 2-2-07.)

(50 ILCS 510/6) (from Ch. 85, par. 6406)

Sec. 6. Selection procedure. On the basis of evaluations, discussions and presentations, the political subdivision shall, unless it has a satisfactory relationship for services with one or more firms, select no less than 3 firms which it determines to be the most qualified to provide services for the project and rank them in order of qualifications to provide services regarding the specific project. The political subdivision shall then contact the firm ranked most preferred and attempt to negotiate a contract at a fair and reasonable compensation, taking into account the estimated value, scope, complexity, and professional nature of the services to be rendered. If fewer than 3 firms submit letters of interest and the political subdivision determines that one or both of those firms are so qualified, the political subdivision may proceed to negotiate a contract pursuant to this Section and Section 7.

(Source: P.A. 85-854.)

(50 ILCS 510/7) (from Ch. 85, par. 6407)

Sec. 7. Contract negotiation. (1) The political subdivision shall prepare a written description of the scope of the proposed services to be used as a basis for negotiations and shall negotiate a contract with the highest qualified firm at compensation that the political subdivision determines in writing to be fair and reasonable. In making this decision the political subdivision shall take into account the estimated value, scope, complexity and professional nature of the services to be rendered.

(2) If the political subdivision is unable to negotiate a satisfactory contract with the firm which is most preferred, negotiations with that firm shall be terminated. The political subdivision shall then begin negotiations with the firm which is next preferred. If the political subdivision is unable to negotiate a satisfactory contract with that firm, negotiations with that firm shall be terminated. The political subdivision shall then begin negotiations with the firm which is next preferred.

(3) If the political subdivision is unable to negotiate a satisfactory contract with any of the selected firms, the political subdivision shall re-evaluate the architectural, engineering or land surveying services requested, including the estimated value, scope, complexity and fee requirements. The political subdivision shall then compile a second list of not less than three qualified firms and proceed in accordance with the provisions of this Act.

(Source: P.A. 85-854.)

(50 ILCS 510/8) (from Ch. 85, par. 6408)

Sec. 8. Waiver of competition. A political subdivision may waive the requirements of Sections 4, 5, and 6 if it determines, by resolution, that an emergency situation exists and a firm must be selected in an expeditious manner, or the cost of architectural, engineering, and land surveying services for the project is expected to be less than \$25,000.

(Source: P.A. 87-1034.)

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Conflict of interest requirements include but are not limited to the following:

1. The requirement that no LPA elected official, officer, or employee who participates in the procurement, management, or administration of engineering services contracts or subcontracts shall have, directly or indirectly, any financial or other interest in connection with such engineering contracts or subcontracts. For instance, a county may not enter into a contract with a professional design firm if the county engineer is also a member of that professional design firm.
2. The requirement that no person or entity performing services for a LPA shall have, directly or indirectly, any financial or other interest in any real property acquired for the project.
3. The person or entity performing services for a LPA may perform design and construction engineering/management and/or inspection on the same project provided the LPA has established the necessary controls and provides sufficient oversight to ensure that a conflict of interest does not exist, or has approved procedures to mitigate any conflict or potential for a conflict. Prior to allowing a person or entity to provide engineering services on multiple phases of a project, the LPA shall evaluate that their policies, procedures, and practices associated with the procurement, management, and administration of engineering consultant services comply with Federal and State laws and FHWA requirements.

A person or entity performing construction engineering/management and/or inspection services on the same project on which the person or entity also performed design services provides the person or entity an opportunity to influence or affect project decisions on scope changes, design changes, construction revisions, contract change orders, and other related issues. This may result in project delivery efficiencies, as the person or entity that designed the project is well-suited to verify that the project is being constructed in accordance with the design and may resolve issues related to the design on behalf of the contracting agency. However, procuring a different person or entity other than the professional design firm or a sole proprietorship to provide the necessary construction engineering/management and/or inspection services provides another level of review and reduces the potential for a conflict of interest.

#### **5-5.05     Retainage**

The LPA shall not withhold retainage on FA funded engineering agreements. The LPA may withhold retainage on MFT, state, or TBP funded engineering services agreement. However, withholding retainage provides no substantial benefits to the LPA.

#### **5-5.06     Qualification Based Selection for Consultant Engineering Services**

##### **5-5.06(a)     Introduction**

The principal objective of the Qualification Based Selection (QBS) procedures is to allow a LPA to locate a qualified professional design firm or a sole proprietorship to undertake the project; then, through negotiations, engage the professional design firm or a sole proprietorship to provide the creative and technical work required at a fair and reasonable cost. The area and magnitude of responsibility in the process can vary widely according to project type.

**5-5.06(b) Applicability**

The procurement procedures outlined in Section 5-5.06(c) of this Manual apply to the selection of all engineering services based on the following funding type parameters:

1. State, MFT or TBP Funded Engineering Services. QBS procedures for public notice, evaluation, selection, and contract negotiations shall be used whenever a project requiring architectural, engineering, or land surveying services is proposed for a LPA of fewer than 3,000,000 inhabitants, except home rule units, unless the LPA has a satisfactory relationship for services with one or more firms (50 ILCS 510). See Section 5-5.06(c).

A LPA may waive the requirements of public notice, evaluation and selection if the LPA determines, by resolution, that an emergency situation exists and a professional design firm or a sole proprietorship must be selected in an emergency manner, or if the total cost of services from an individual professional design firm or sole proprietorship is estimated to be less than \$25,000 (50 ILCS 510/8). If the LPA estimates the total cost of services will be less than \$25,000, IDOT will not approve any agreement or supplemental that exceeds the \$25,000 threshold unless the LPA used QBS.

2. FA Funded Engineering Services. LPAs shall use QBS (The Brooks Act, 40 USC 11) to promote open competition by advertising, ranking, selecting, and negotiating contracts based on demonstrated competence and qualifications for the type of engineering and design related services being procured, and at a fair and reasonable price. See Section 5-5.06(c).

If the total cost of all engineering services from an individual engineering firm is estimated to cost \$100,000 or less, the local public agency shall follow the applicability requirements in Section 5-5.06(b)(1). The District BLRS may approve the LPA to exceed the \$100,000 limit up to \$150,000. If the total cost of all contracts for the engineering services including any supplemental changes exceeds \$150,000, all FA funds on engineering services contracts not using QBS become ineligible and the LPA will be required to refund any FA funds used for the engineering services.

If an individual firm is selected to work on multiple phases of a project, the dollar limits apply to the total combined cost of all phases. If the LPA selects an engineering firm for one phase using QBS and the LPA included an option to perform one or more other phases as part of the original solicitation, the LPA is then not required to conduct another QBS unless there is cause to select a different consultant for subsequent phases.

3. Locally Funded Engineering Services. The IDOT does not have oversight over contracts for engineering services funded entirely with local funds. However, it is recommended the QBS procedures contained in Section 5-5.06(b)(1) be followed.

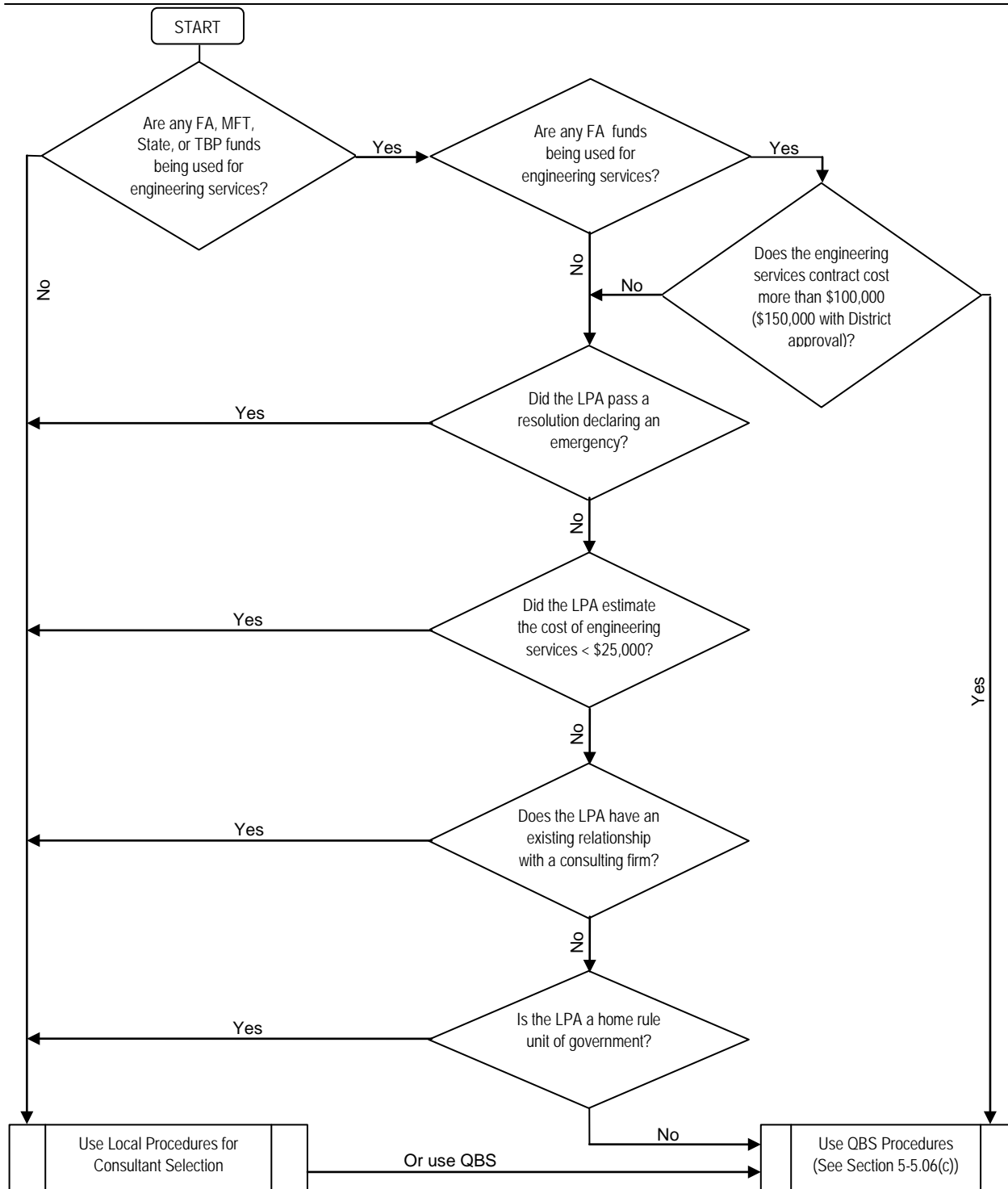
The procurement method used for selection of engineering services will not impact funding for the construction of a project.



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**REQUIREMENT FOR QBS**

**Figure 5-5A**

**5-5.06(c) Basic Steps for QBS**

The procedure for QBS procurement consists of the following five basic steps:

1. Define the Project. Clearly define the scope of the services desired. Depending on the amount of data, this may be on one or more pages. This information should include the following:
  - describe in general terms the need, purpose, and objective of the project;
  - identify the various project components;
  - establish the desired timetable for the effort;
  - identify any expected problems; and
  - determine the total project budget.

A comprehensive evaluation of the problem or need that resulted in the project is essential to the procurement process. The solution, approach, and eventual design for the project will evolve out of the expertise offered by the professional design firm or sole proprietorship responding to the request for technical proposals. To ensure that the respondents address the project properly and effectively, clearly articulate all known parameters of the project.

The LPA may skip to Step 5 when both of the following criteria are met.

- The LPA elects to select an professional design firm or sole proprietorship that has a satisfactory working relationship with the LPA; and
  - The engineering services contract is being paid for using State, MFT, or TBP funds; or, the engineering services contract is being paid for using FA funds and is estimated to cost \$150,000 or less (see Section 5-5.06(b)(2)).
2. Public Notice. Whenever a project requiring engineering services is proposed, the LPA shall mail a notice requesting a statement of interest to potential professional design firms or sole proprietorships, or place an advertisement in a local newspaper requesting a statement of interest along with the qualifications and performance data from professional design firms or sole proprietorships.

Consider the following sources when preparing a list of potential firms:

- identification of prequalified professional design firms or sole proprietorships from the local agency's or IDOT's file;
- a directory or source list identifying small, minority, and women owned businesses with capabilities relevant to the project;
- discussions with other persons or agencies who have accomplished similar work;
- lists of professional design firms or sole proprietorships secured from professional societies; and/or
- lists of professional design firms or sole proprietorship secured from the agency's own experience of designated professional design firms or sole proprietorships.

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3. **Evaluation.** The LPA shall evaluate the professional design firm or sole proprietorship submitting letters of interest, taking into account qualifications, ability of professional personnel, past record and experience, performance data on file, willingness to meet time requirements, location, workload of the professional design firm or sole proprietorship, and such other qualifications-based factors. The first objective of evaluation is the elimination of all respondents who are not qualified or who do not have the experience for the required work. The LPA may conduct discussions with and require presentations by professional design firms or sole proprietorships deemed to be the most qualified based on their qualifications, approach to the project, and ability to furnish the required services. When conducted, interviews shall occur separately with a minimum of three professional design firms or sole proprietorships, or all qualified professional design firms or sole proprietorships if less than three qualified professional design firms or sole proprietorships respond.

In no case shall the LPA, prior to selecting a professional design firm or sole proprietorship for negotiation, seek formal or informal submission of verbal, written, or sealed estimates of costs or proposals in terms of dollars, hours required, percentage of construction cost, or any other measure of compensation.

4. **Selection.** On the basis of evaluations, discussions and presentations, the LPA shall select no less than 3 professional design firms or sole proprietorships which it determines to be the most qualified to provide services for the project and rank them in order of qualifications to provide services regarding the specific project. The LPA shall then contact the professional design firm or sole proprietorship ranked most preferred and attempt to negotiate a contract at a fair and reasonable compensation, taking into account the estimated value, scope, complexity, and professional nature of the services to be rendered. Typical criteria for evaluating and ranking professional design firms or sole proprietorships are included in Figure 5-5B. If fewer than 3 qualified professional design firms or sole proprietorships submit letters of interest and the LPA determines that one or both are so qualified, the LPA may proceed to negotiate a contract.
5. **Contract Negotiation.** The LPA shall prepare a written description of the scope of the proposed services to be used as a basis for negotiations and shall negotiate a contract with the highest qualified professional design firm or sole proprietorship at compensation that the political subdivision determines in writing to be fair and reasonable. In making this decision, the political subdivision shall take into account the estimated value, scope, complexity and professional nature of the services to be rendered.

An important objective of the negotiation process is to reach a complete and mutual understanding of the scope of professional services to be provided and the degree of performance desired. The general scope of professional services developed in the procurement process should be broad in order to serve as the basis for negotiation. The negotiation process offers the opportunity for refinement, amendment, and complete definition of the services to be rendered, as well as the areas of responsibility and liability for those services. Mutual understanding on these points at the negotiation stage can minimize the possibility of misunderstanding as the project progresses.

Special elements of the engineering portion of the project to be established during negotiation include:

- project schedule,
- manpower requirement and timing,
- level of engineering effort,

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- avenues of research, and
- areas of responsibility/liability.

Any percentage fee contract should be fully supported by an acceptable estimate of man-hours, anticipated hourly payroll rates by classification of employee for the project, and applicable overhead and burden rates. These rates should be evaluated and, if determined to be acceptable, the percentage fee may be approved by the district.

The professional design firm's or sole proprietorship's method of dividing the project into work units and calculating related time units are to be such that the estimate can be readily reviewed. The professional design firm or sole proprietorship will use its own estimates of man-hours, rates of pay, overhead, profit, and itemized non-salary costs based on the professional design firm's or sole proprietorship's work force and past job experience.

When the prime consultant requires the services of another consultant to provide expertise, advice, or information to the prime consultant, the prime consultant will complete an analysis of fee for engineering services (including a breakdown of direct salary and direct non-salary costs) or supply specific rate for services (e.g. testing). The consultant is responsible for ensuring that DBEs will have an equitable opportunity to compete for subcontracts. See Section 24-2 for information on DBEs for local agencies.

Contracts between local agencies and professional design firms or sole proprietorships must be set forth in fully executed agreements. If there is an agreement with the professional design firm or sole proprietorship, and if the fee is within range of the budget, proceed to finalize an agreement. If problems arise with the scope of the project or the fee, further discussion and clarification may be required.

Selection of a professional design firm or sole proprietorship by qualification provides no guarantee that the local agency and the professional design firm or sole proprietorship will come to an agreeable fee. For that reason, the ranking process provides, in addition to the first preference, at least two alternative qualified professional design firms or sole proprietorships. If agreement cannot be reached on the scope and fee, the local agency may drop negotiations with the top-ranked professional design firm or sole proprietorship and continue the process with the second ranked professional design firm or sole proprietorship at Step 5.

6. Summary. Ranking and negotiations involve a considerable amount of subjective judgment. Because engineering projects involve a large expenditure of public funds, accountability for decisions and value judgments is most important. To ensure adequate accountability:
  - involve more than one knowledgeable person in the evaluation process,
  - be consistent in reviewing each applicant,
  - keep accurate and complete records of all correspondence, memoranda, evaluations, and decisions.

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The primary purpose of undertaking the QBS process is to locate the most qualified professional design firm or sole proprietorship to do the work and negotiate a fair and equitable agreement. Federal and Illinois law limits the selection of professional design firm or sole proprietorship by using cost except for small dollar contracts. The selection shall be based on the professional design firm's or sole proprietorship's experience and expertise in projects of the same type as proposed.

The weight given to each evaluation criterion in the ranking process may vary from project to project, with more weight towards the criteria that are critical to the success of the project. Typical technical criteria for both evaluating and ranking entities should include but not be limited to the following:

1. The education, experience, and expertise of the entity's principals and key employees.
2. The entity's general experience, stability, and history of performance on projects similar to the one under consideration.
3. Availability of adequate personnel, equipment, and facilities to do the required work expeditiously.
4. The name, or names, of individuals in the entity who will be assigned key project responsibilities, with particular attention to their qualification, competence, and past performance.
5. The entity's approach to the planning, organizing, and management of a project effort, including communication procedures, approach to problem solving, data gathering methods, evaluation techniques, and similar factors.
6. Facilities and equipment owned by the entity, including computer capability, reproduction and communication equipment, laboratory and testing equipment, or other specialized equipment applicable to the project under consideration.
7. Present workload with attention to current and future commitments of available personnel, particularly those key persons expected to be assigned to your project.
8. Financial stability, with particular attention to avoiding a situation in which the entity is solely dependent on income from the project at hand for its existence.
9. Recommendations and opinions of each entity's previous clients as to its ability to meet deadlines and remain within budget. Prior clients may also be able to advise you as to each entity's sense of responsibility; attitudes of key personnel; concern for economy, efficiency, and environment; and quality of service.
10. If practical, observation of each entity's facility and the sites of current and/or completed projects.
11. The reputation and integrity of the engineering entity within the professional field and the community.
12. Awards received by the entity and technical papers authored by employees.
13. Special considerations for some projects might include staff conversant in foreign languages.

Non-technical criteria may not exceed 10% of the total evaluation and rank weighting. Typical non-technical criteria for both evaluating and ranking entities may include but not be limited to the following:

1. Proximity of the engineering entity to the proposed project site and/or the agency's office.
2. Qualified minority representation.
3. How DBE goals are addressed.
4. The local agency has worked with a specific entity and can cite any or all of the following advantages:
  - The entity's personnel are acquainted with the agency's organization and local conditions.
  - Information from the files of past assignments is of great importance.
  - Compatibility with agency organization is assured.
  - A smooth start-up and satisfactory progress will result because both parties will be dealing with known factors

**CONSULTANT RANKING CRITERIA**

**Figure 5-5B**

**Lake County Division of Transportation  
600 West Winchester Road  
Libertyville, Illinois 60048**

**Date:**

**From:** Paula J. Trigg, P.E.

**To:**    **File, Section**        (       )  
         **File, Section**        (       )  
         **File, Section**        (       )

**Subject:** Consultant Selection Committee

The following individuals are named to the Consultant Selection Committee for the purpose of selecting firms to perform design and engineering work on the above project(s).

Paula J. Trigg, P.E., Manager

, Member

, Member

, Member

, Member

, Member

Notice of the prospective selection to be published                      and                      , in the Waukegan News Sun  
**(attachment 1)**

The requirements of IDOT BLR Manual, Section 5-5.07 "Local Agency Procurement Procedures for Consulting Engineering Services", **(attachment 2)**, will be followed in this selection procedure.

The committee will also follow "Act 510. Local Government Professional Services Selection Act", **(attachment 3)**.

The design department has a file of all submissions from consultants and surveyors. This file is available from the Engineer of Design. Memos from the construction department regarding the performance of previously employed firms on plans constructed are also kept on file.

For these project(s),                      (       ) firms will be selected in order of preference. The project engineer will then proceed in contacting the first (and successive firms if necessary) "...and attempt to negotiate a contract at a fair and reasonable compensation..."

---

Paula J. Trigg, P.E.  
County Engineer

cc       Paula J. Trigg  
         Each Committee Member

ATTACHMENT C

**Lake County Division of Transportation  
600 West Winchester Road  
Libertyville, Illinois 60048**

**Date:**

**From:**

Paula J. Trigg, P.E., Manager

, Member

, Member

, Member

, Member

, Member

**To:**   File, Section     (     )  
          File, Section     (     )  
          File, Section     (     )

**Subject:** Consultant Selection Short List for Interviews.

The selection committee met on \_\_\_\_\_, to review the statements of interest submitted by various firms for the above project(s). The committee also reviewed the list of consultants who have previously performed design work for LCDOT and have a satisfactory relationship with LCDOT. Based on our review the following firms are placed on the committee's short list and will be invited to interview for the designated design project.

\_\_\_\_\_ (     ) \_\_\_\_\_

- 1.
- 2.
- 3.
- 4.

The interviews will be conducted on \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_.

\_\_\_\_\_ will contact the firms to invite them to the interviews and send them copies of the project scoping reports.

\_\_\_\_\_  
( )

- 1.
- 2.
- 3.
- 4.

The interviews will be conducted on \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_.

\_\_\_\_\_ will contact the firms to invite them to the interviews and send them copies of the project scoping reports.

\_\_\_\_\_  
( )

- 1.
- 2.
- 3.
- 4.

The interviews will be conducted on \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_.

\_\_\_\_\_ will contact the firms to invite them to the interviews and send them copies of the project scoping reports.





Division of Transportation

Paula J. Trigg, P.E.  
Director of Transportation/ County Engineer

600 W. Winchester Road  
Libertyville, Illinois 60048-1381  
Phone 847 377 7400  
Fax 847 984-5888

## Memo

**To:** File **File:** See Below  
**From:** Consultant Selection Committee **Sect:** See Below  
**Subj:** Consultant Selection **Date:**

☒ For Your Info/Files ☐ Review and Comment ☐ Please Reply for my Signature ☐ Please Report on Current Status  
☐ Per Your Request ☐ Investigate and Report ☐ Please Call/See Me ☐ For Your Approval and Signature  
☐ Please Process ☐ Note and Return OK'd by \_\_\_\_\_ Date \_\_\_\_\_

This memo records the results of the XX/XX/XXXX Consultant Selection Committee meeting in selecting consultants for furnishing professional engineering services on the following projects:

XX-XXXXX-XX-XX

XX-XXXXX-XX-XX

Previously, on \_\_\_\_\_, the Short List Selection Committee picked four firms from a list of consultants with whom the Lake County Division of Transportation maintains a satisfactory working relationship. The four firms selected were not ordered by preference. The list of consultants selected (and not prioritized) was:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

These firms gave presentations to the Committee on XX/XX/XXXX. After those presentations, the Committee selected three firms, ordered by preference, for each of the two projects as follows:

XX-XXXXX-XX-XX

XX-XXXXX-XX-XX

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Signatures of the members of the Committee:

1. Paula J. Trigg, P.E., Manager

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2. , Member

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3. , Member

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4. , Member

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5. , Member

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6. , Member

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